



Position Description

POLICE COMMANDER

DEFINITION

Under general direction, plans, directs, supervises, and manages the daily activities of an assigned division within the Police Department; assists the Chief of Police with planning and research, budget preparation, personnel matters and supervision, and performs other related duties as assigned.

SUPERVISION RECEIVED

Receives supervision from the Chief of Police.

SUPERVISION EXERCISED

Exercises direct supervision over the Police Sergeants and indirectly over Police Officers and other support staff in the department.

DISTINGUISHING CHARACTERISTICS:

This FLSA exempt sworn safety classification is distinguished from other management classifications in the department as it has prime responsibility for directing divisional activities including the management and planning of organizational and technical changes that impact the divisions. Specific division responsibility may vary as needed. Work is performed with significant independence under the direction of the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Assists in the management of all services and activities of the Police Department including planning and research, budget preparation and administration, and supervision.

Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the delivery of police services; recommends and administers policies and procedures.

Directs, manages, supervises and coordinates the daily activities for assigned division, which could be one or more of the following: patrol, investigations, administration, and support service units within the Police Department.

Has management responsibility for assigned division services and activities including, but not limited to, patrol, parking enforcement, crime response, criminal investigations, backgrounds, crime prevention, public safety dispatch and communications, police records management and tactical response team.

Plans, directs, coordinates and reviews the work plan for assigned staff; assigns and supervises work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff on a regular basis to identify and resolve problems.

Works directly with the Chief of Police and other Division Commanders to maintain a balanced perspective of priorities in order to provide the community with the most professional, ethical, cost-effective and responsive police service possible.

Prepares staff reports and correspondence as directed and makes presentations to the City Council, committees and community groups. Meets with citizens as appropriate in order to resolve conflicts involving police actions, neighborhood disputes or community problem solving.

Assumes on-scene management of major incidents or investigations including shootings, homicides, serious traffic collisions, child abductions, hazardous materials fires/incidents, disasters, missing children, large disturbances or mutual aid situations. May be directed to respond whether on or off duty. Plans and coordinates police response to special events.

Conducts personnel investigations, investigates complaints, and recommends disciplinary actions.

May have to attend evening meetings, work shifts, be on-call, and take on stand-by duties.

Respects and is sensitive towards the cultural and ethnic diversity of the community.

Acts in the absence of the Chief of Police.

Performs related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern police methods and procedures, including patrol, crime prevention, traffic control, scientific investigation and identification techniques, and the control of juvenile delinquency; laws affecting apprehension, arrest, and prosecution of persons committing misdemeanors and felonies; rules of evidence pertaining to search and

seizure and the preservation and presentation of evidence in criminal cases; modern police administration including principles of management, supervision, training, and employee development, and principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.

Ability to:

Plan, organize, direct, and coordinate the activities of a division with the police department; communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions; establish and maintain cooperative working relationships with City officials, other governmental agencies, departmental personnel, citizens and the public; organize, schedule and supervise the work of subordinates; implement effective training programs; analyze situations effectively and take appropriate action; interpret and apply laws and department rules and regulations; write clear, concise and comprehensive reports, maintain cooperative working relations with the news media; carry and properly use firearms; serve as liaison with other City departments and commissions; represent the City, the department, or the center effectively in contacts with representatives of other agencies, City departments, and the public; handle media relations; take a proactive approach to customer service issues; make process improvement changes to streamline procedures; adapt to odd and frequently irregular work shifts, and maintain confidentiality regarding sensitive information; travel to various sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours; meet all medical and physical standards requirements by the City, and pass a complete background process.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Six (6) years of progressively more responsible experience as a Police Officer with at least three years as a Police Sergeant in San Bruno or four (4) years as a Police Sergeant in a municipal law enforcement agency.

A Bachelor's Degree from an accredited college or university.

SPECIAL REQUIREMENTS

Possession of, or current eligibility for a Supervisory and Advanced Certificate(s) issued by the California Commission on Peace Officer Standards and Training.

Possession of, and ability to maintain a valid California driver's license

TOOLS AND EQUIPMENT USED

Police car or other vehicle, bicycle, police radio, radar gun, handgun and other weapons as required, baton, handcuffs, Taser or other restraint device, alcohol screening device, pager, computer, cellular telephone, mobile audio video equipment, first aid equipment and other police safety equipment as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is frequently required to sit, talk, and hear. The employee is often required to stand; walk; use hands to finger, handle, or operate objects, controls, and/or the tools listed above; reach with hands and arms; climb or balance; run, stoop, kneel, crouch, squat, crawl, or twist; taste and smell; maintain sustained posture in a seated or standing position for prolonged periods of time. The employee must occasionally lift and/or move up to 100 pounds. The employee must have a vision to read printed materials and computer screen; vision of 20/100 correctable to 20/30, with adequate depth perception and color vision; if soft contacts are worn, there is no limit on uncorrected distance visual acuity; hearing and speech sufficient to communicate in person, over the telephone, and over the radio; carry and operate a firearm; work in intense life-threatening conditions; drive standard police vehicles.

WORK ENVIRONMENT

The work environment characteristics described here are representative of what an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in a standard office environment or field environment. The employee occasionally works near moving mechanical parts in high, precarious places; and with explosives and is occasionally exposed to moving objects, dangerous persons, animals, wet and/or humid conditions, bodily fluids, explosive materials, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, mechanical hazards, electrical hazards, traffic, traffic hazards, firearms, and vibration.

The noise level in the work environment is usually moderate, but can be loud in an emergency or field situation.

SELECTION GUIDELINES

Formal City application, rating of education and experience; oral interview and reference check; polygraph examination; psychological examination; medical examination other job related tests such as assessment centers may be required.

Reference check process, polygraph examination psychological examination, and medical examination process may be waived for in-house promotional applicants.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Effective Date:

Resolution Number:

Revision History: